



# *Manager's Report*

## *for Council Meeting January 27, 2004*

### **FINANCE**

Listed below are new businesses licensed during this period:

#### **Business Name**

Ace Signs  
Advanced Business & Government Solutions LLC  
Affordable Closets Inc  
Battery Warehouse (new owner)  
Becker, John F  
Celeste, Amy  
Erin Shanahan Occupational Therapy Services Inc  
Frye & Wolcott CPA's  
Gaea Designs  
Insightful Interiors  
Jeanne's Jumps  
Lighthouse Realty  
Little Star Crafts  
Lynn M Burnett, CMT  
Pet Peeves  
Sam's Stereo (new owner)  
Scholz, Susanne L  
The V Group  
Vintage Auto  
William N Fritz, Jr CPA  
1-800-Recovery Inc

### **HUMAN RESOURCES**

New hires, promotions, transfers and separations for the period of January 10, 2003 through January 23, 2004:

#### **New Hires**

Steve Lucas  
Wendy Wickens

#### **Position**

Maintenance Worker I  
Director, Information Technology

#### **Department**

Street Department  
IT

#### **Promotions**

None

#### **Transfers**

None

**Separations****Position****Department*****Resignations:***

None

***Retirements***

None

***Terminations***

None

**PLANNING, ZONING & DEVELOPMENT****PLANNING DIVISION:**

There was no information provided for this report.

**ZONING DIVISION:****Zoning Permits Issued Residential**

Hamlets at Leesburg 4 SFA/Duplex @ \$120,000

Potomac Station 1 SFD @ \$105,000 and 5 SFA @ \$45,000

**Zoning Permits Issued Commercial**

19 Fort Evans SE interior fit up - \$3,000.00

623-625 Potomac Station Drive N.E. New Retail Shell Building - \$200,000 Potomac Station Retail

623 Potomac Station Drive NE tenant fit up - \$10,000 Potomac Station Retail

625 Potomac Station Drive NE tenant fit up - \$10,000 Potomac Station Retail

502 S. King Street SE refurbish canopy Shell Gas Station - \$6,000.00

653 Potomac Station DR. NE tenant fit up Subway \$15,000 Potomac Station Retail

541 E. Market Street interior/alteration restaurant \$21,000 Bellwood Shopping Ctr.

**Occupancy Permits Issued Residential**

Potomac Crossing 3 SFA 2 SFD

Hamlets at Leesburg 1 SFA/Duplex

Potomac Station 2 SFD

Kincaid Forest 1 SFA

Edwards Landing 5 SFA

**Occupancy Permits Issued Commercial**

20 Catoctin Circle SE - Bank

**Special Exceptions**

1. SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The Planning Commission public hearing was held on November 20, 2003. On December 4, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. The Council public hearing is scheduled for January 27, 2004.
2. SE 2002-12 KFC/A&W: Located at 911 Edwards Ferry Road, N.E. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE

for a Tires Plus). Revised plans were resubmitted on November 20, 2003. The Planning Commission work session was held on January 15, 2004 and the public hearing is scheduled for February 5, 2004.

3. SE 2003-0004 Water Pollution Control Facility Expansion & Utility Lines Division Maintenance Building: Located at 1391 E. Market Street. This application seeks to expand an existing water treatment facility ("Water Pollution Control Facility") from 5 MGD to 7.5 MGD plus relocation of the Utility Lines Division service facility to the western portion of the site. The application was accepted for review on August 18, 2003. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues.
4. SE 2003-0006 Costco Tire Center: Located in Battlefield Marketplace Shopping Center at the intersection of Edwards Ferry Road and the Route 7/15 Bypass. This application seeks to amend existing Board of Zoning Appeals Special Exception #88-167 to permit the relocation of a vehicle service center (tire installation facility with four bays) on property in Battlefield Marketplace. The application was accepted for review on September 5, 2003. The Planning Commission public hearing was held on November 20, 2003. At its next meeting on December 4, 2003 the Planning Commission voted to recommend approval of the application to Council with conditions. The Council public hearing is scheduled for January 27, 2004.
5. SE 2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant is currently working on resubmission of the application.

### **Rezoning**

1. ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received the revised plans on May 30, 2003. The plans are currently under review. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues.
2. ZM 2003-0003 Leesburg Central Rezoning: Located in the southeast quadrant of the intersection of Loudoun Street and Harrison Street across from the County Government Center. The applicant James D. Turner seeks to rezone six parcels zoned B-1 and RHD to B-1 with a Concept Plan and Proffers to build approximately 23,500 square feet of commercial office space with some additional retail space. The plans were accepted for review on August 22, 2003 and revised plans have been submitted twice. The Planning Commission public hearing was held on January 15, 2004. The post-public hearing meeting is scheduled for February 5, 2004.
3. ZM 2003-0005 Waterside at Leesburg: The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 201 residential units. The plans were accepted for processing by the town on November 21, 2003 and are currently under review.

**Zoning Ordinance Amendments**

No Zoning Ordinance Amendments are being processed at this time.

**Board of Zoning Appeals Cases**

There are no BZA cases scheduled at this time.

**WATER & SEWER ADMINISTRATION****During this time frame there were:**

- 17 Public Facility Permits issued totaling \$146,414.00
- 30 work orders issued for meter sets
- 37 requests for occupancy inspection were issued.

**UTILITY LINES DIVISION****Capital Projects Update**

- Water Meter Conversion – The project has been completed. We are still experiencing minor problems and the contractor has been addressing these.
- During this period two plans and two requests for modeling were received for review within the service area.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant are in progress and proceeding according to schedule.
- Updates were made to the utility section of town's website by providing additional links and information.
- Interviews are being conducted for selection of an engineering firm for engineering services during the Water Pollution Control Plant expansion.
- Several meetings were held with the developers and engineers to review upcoming projects.

**Training**

- Hank Woodward, Rusty Cromer participated in training on maintenance programs for cleaning and collecting of data.
- The Utilities Lines Division held their monthly safety meeting on employee safety.
- Jamie Morin, Hank Woodward, Scott Lincoln, Mark Baker, Mark Hutchison and Mike Osman participated in Outlook training.

**Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors & citizens
- vehicle and ditch maintenance
- bush hogging

**Summary Programs:**

- Staff performed complete maintenance on 37 fire hydrants.
- There were 28 new connections to town utility system.
- There were 6 water leak repairs.
- Staff responded to 350 requests to locate utilities (Miss Utility).

**COMMUNITY ENHANCEMENT TEAM ACTIVITY TO DATE:****Structure/organizational**

- Obtained Town Manager and Council support
- Set monthly meeting schedule with the Police Department, Planning, Zoning and Development, Utilities, Parks, Economic Development, Engineering and Public Works, Information Technology, and others (including director participation)
- Conducted tour of neighborhoods for Town Directors
  - Helped provide general familiarity, insight during Community Development Block Grant brainstorming sessions
  - Identified interest: follow-up with Heritage Square community on status of community center rebuild (plans ready for bid) and potential to address multiple facets of quality of life simultaneously- youth, recreational, and crime prevention
- Feedback to Planning and Zoning during Community Development Block Grant proposal development
- Consolidating multiple town community group/Home Owners Association lists to redistribute town-wide
- Will identify community group meetings and attend to offer services, speakers, receive feedback
- Identified suitable mail list software to support outreach and general government information messages via e-mail and website for multiple program uses (department announcements, updates, reminders)
- Identified a financial “sponsor” for purchasing the software- ED

**Outreach activities**

- Contacted Virginia's Community Association Liaison in the fall to consider Leesburg visit- 1<sup>st</sup> Visit in Loudoun County
  - Liaison to explain state law
  - Departments, including Balch Library, will have booths and materials
  - Obtain sign ups for potential mail lists
- Prepared an ad to advertise staff availability for “speakers bureau” to attend community meetings (to be released)
- Updated the Leesburg Questions from A-Z for distribution on 1/21 (future reprint)
- Currently translating Leesburg A-Z into Spanish (future reprint) for availability on 1/21
- Drafting a short e-mail newsletter to Home Owner Associations and media on general happenings, items of interest- have solicited requests for topics (draft in progress)

**Coming soon**

- Meeting with County agencies, La Voz and other groups.
- Snow removal public service announcements and other outreach to remind businesses of their obligation

**TOWN OF LEESBURG**

Full-time vacancies as of January 23, 2004

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Airport Director (Second recruitment)	7/1/03	√	√				
	1	Maintenance Worker I		√					
<i>Econ Dev</i>	1	Administrative Associate II	3/9/01	On hold*					
<i>Eng &amp; PW</i>	1	Senior Engineer	7/1/02	√	√				
	1	Maintenance Worker II	12/30/03	√	√				
	1	Maintenance Worker I	11/24/03	√	√				
<i>Finance</i>	1	Meter Technician	7/30/03	√	√	√			
	1	Purchasing Associate	8/12/03	√	√				
	1	Director of Finance	10/21/03	On hold					
<i>IT</i>	1	Webmaster	12/30/03	√	√				
<i>P&amp;R</i>	1	Recreation Program Mgr	12/30/03	√					
	1	Custodian	1/6/04	√					
<i>P &amp; Z</i>	1	Senior Planner	7/01/03	√	√	√			
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√				
	2	Police Officer	7/1/03	√	√	√	√		
	1	Police Officer	10/15/03	√	√	√	√	√	
	1	Police Officer	1/3/04	√	√	√	√	√	√
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold*					
<i>Util Lines</i>	1	Util Maintenance Worker II	11/10/03	√	√				
<i>Water Supply</i>	1	Assistant Superintendent	11/17/03	√	√	√	√		
<b><u>TOTAL</u></b>	22								

\*On hold = Department is not actively recruiting this position.

\*\*Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

R. S. Noe